

Checklist Disclaimer:

It is important to note that not all information listed on the checklist may be required. Those items most typically required are identified with a checklist. At your pre-application meeting, your project coordinator will identify which items are required for submittal.



## DEVELOPMENT REVIEW BOARD APPLICATION LIST

### **SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR *BEFORE*** **SUBMITTING APPLICATION.**

This Application list has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, a Project Coordinator will check off the items on this Application List that are required with your submission. **Please call 480-312-7000 if you have any questions concerning this application and to schedule your submittal meeting.**

**CASE # \_\_\_\_\_-PA-\_\_\_\_\_**

#### **PART I -- GENERAL REQUIREMENTS**

- \_\_\_\_\_ 1. **DEVELOPMENT REVIEW SHOPPING LIST** (this list)
- \_\_\_\_\_ 2. **COMPLETED APPLICATION FORM** (form provided)
- \_\_\_\_\_ 2a. **COPY OF LIQUOR LICENSE APPLICATION FOR ALL BARS / RESTAURANTS**
- \_\_\_\_\_ 3. **APPLICATION FEE \$** \_\_\_\_\_
- \_\_\_\_\_ 4. **LETTER OF AUTHORIZATION** (from property owner(s) if property owner did not sign the application form)
- \_\_\_\_\_ 5. **CURRENT TITLE REPORT** 8-1/2" x 11" - 1 copy
  - A) Not older than 30 days
  - B) Must show current owner
  - C) Include Schedule A and Schedule B
  - D) Commitment of Title is not acceptable
- \_\_\_\_\_ 6. **LEGAL DESCRIPTION:**  
8-1/2" x 11" - 1 copy
- \_\_\_\_\_ 7. **PROJECT NARRATIVE** (form provided)
- \_\_\_\_\_ 8. **PROVIDE A COMBINED CONTEXT AERIAL AND CONTEXT SITE PLAN:**

Full size	- 2 copies
11" x 17"	- 1 copy

**AERIAL SHALL NOT BE MORE THAN 1 YEAR OLD AND SHALL INCLUDE AND OVERLAY OF THE SITE PLAN** showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:

- \_\_\_\_\_ 500 feet  
\_\_\_\_\_ 1/4 mile  
\_\_\_\_\_ 1 mile

\_\_\_\_\_ other

Show the proposed site plan in relation to surrounding development including the following:

- 1) Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- 2) Label surrounding zoning and land uses;
- 3) Streets including sidewalks, and any surrounding driveways or intersections;
- 4) Show bike paths and trails; and
- 5) Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

- \_\_\_\_\_ 9. **EXISTING CONDITIONS PHOTO EXHIBIT: PROVIDE PHOTOS MOUNTED OR PRINTED ON 8-1/2"x11" PAPER** - FOR INCLUSION IN THE PACKETS. Printed digital photos are OK.
- Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.
  - See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
  - Provide **1** color original set and **8** color copy sets
- \_\_\_\_\_ 10. **LOCATION MAP:** Provide a map, drawn to scale, showing the location of the site in relation to arterial & intersecting streets and indicating the zoning of the site and adjacent properties. (sample attached)  
8-1/2" x 11" - **1** copy
- \_\_\_\_\_ 11. **ABBREVIATED WATER & SEWER NEED REPORT** (Provided with Water Resources Non-Residential Development Fee Packet.)
- \_\_\_\_\_ 12. **POLICY OR APPEALS OF REQUIRED DEDICATIONS AND/OR EXACTIONS** (see copy attached)
- \_\_\_\_\_ 13. **DESIGN GUIDELINES** (provided to applicant)
- \_\_\_\_\_ 14. **ARCHAEOLOGICAL RESOURCES (information sheets provided):**
- \_\_\_\_\_ 1. **Certificate of No Effect / Approval Application Form (provided)**
  - \_\_\_\_\_ 2. Archaeology Survey and Report - **3** copies
  - \_\_\_\_\_ 3. Archaeology 'Records Check' Report Only - **3** copies
  - \_\_\_\_\_ 4. Copies of Previous Archeological Research - **1** copy
- \_\_\_\_\_ 15. **HISTORIC PROPERTY:** (existing or potential historic property)
- \_\_\_\_\_ 1. Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan
- \_\_\_\_\_ 16. **COMPLETED AIRPORT COMMUNICATION FORM** - Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; **information packet provided**)
- \_\_\_\_\_ 17. **NEIGHBORHOOD INVOLVEMENT** (packet provided)
- \_\_\_\_\_ 18. **PURCHASE AGREEMENT** "In Lieu Parking Credits" (form provided) completed form to be submitted prior to DRB hearing

## **PART II -- REQUIRED PLANS & RELATED DATA**

- \_\_\_\_\_ 1. **SITE PLAN: See attached Site Plan Submittal Requirements list**  
Full size - 5 copies  
11" x 17" - 1 copy  
Digital - 1 copy (See Digital Submittal Plan Requirements)
- PLEASE PROVIDE 18 ADDITIONAL SETS FOR CITY DEPARTMENTAL REVIEW.**
- \_\_\_\_\_ 2. **PROJECT DATA SHEET** (form provided)
- \_\_\_\_\_ 3. **SITE PLAN WORKSHEET** including calculations (sample attached)  
Full size - 1 copy  
Digital - 1 copy (See Digital Submittal Plan Requirements)
- \_\_\_\_\_ 4. **SITE CROSS SECTIONS:** Show existing and proposal grade lines, and all finished floor elevation of adjacent sites (at locations specified by Project Coordination Manager):  
Full size - 1 copy  
11" x 17" - 1 copy
- \_\_\_\_\_ 5. **PHASING PLANS** showing the proposed infrastructures and access to each phase of the development.  
Full size - 1 copy  
11" x 17" - 1 copy
- \_\_\_\_\_ 6. **TYPICAL LOT LAYOUT** for all lot types - i.e. corner, interior, flag, pie, etc.:  
8 1/2" x 11" - 2 copies (quality suitable for reproduction)
- \_\_\_\_\_ 7. **PRELIMINARY ART PLAN & SCHEMATIC DESIGN** showing location, type and scale of artwork (Required of Downtown Planned Block Developments)

## **PART III -- ARCHITECTURAL PLANS & RELATED REQUIREMENTS**

- \_\_\_\_\_ 1. **ELEVATIONS: Show all sides of all building(s) and indicate building heights & call out materials and colors on plans**  
Full size - 1 **UNMOUNTED COLOR COPY** (photo quality paper is not allowed)  
11" x 17" - 1 **COLOR** copy  
Digital - 1 copy (See Digital Submittal Plan Requirements)
- NOTE:** For residential developments, provide copies of all alternate elevations and a typical street elevation.
- \_\_\_\_\_ 2. **STREETSCAPE ELEVATION(S): Include landscaping and site walls**  
Full size - 1 **UNMOUNTED COLOR** copy  
11" x 17" - 1 copy
- \_\_\_\_\_ 3. **PERSPECTIVE DRAWING:**  
Full size - 1 **UNMOUNTED COLOR** copy  
11" x 17" - 1 copy

**NOTE:** Applicants may bring additional mounted copies to presentations if desired.

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"  
Full size must be folded to specifications – see attached instructions

- \_\_\_\_\_ 4. **FLOOR PLANS:**  
Full size - 1 copy  
11" x 17" - 1 copy  
Digital - 1 copy (See Digital Submittal Plan Requirements)
- \_\_\_\_\_ 5. **FLOOR PLAN WORKSHEET:** (including calculations)  
Full size - 1 copy  
Digital - 1 copy (See Digital Submittal Plan Requirements)
- \_\_\_\_\_ 6. **WALL DETAILS & ENTRY FEATURE:**  
Full size - 1 copy  
11" x 17" - 1 copy
- \_\_\_\_\_ 7. **CORPORATE IMAGE FEATURES**
- \_\_\_\_\_ 8. **SIGN DETAILS:**  
Full size - 1 copy  
11" x 17" - 1 copy

**PART IV – LIGHTING PLAN**

- \_\_\_\_\_ 1. **LIGHTING DETAILS:**  
Full size - 1 copy
- \_\_\_\_\_ 2. **PHOTOMETRIC ANALYSIS** with horizontal foot candle diagram  
Full size - 1 copy
- \_\_\_\_\_ 3. **LIGHTING SITE PLAN**, include landscape lighting, building lighting and all other lighting  
Full size - 1 copy
- \_\_\_\_\_ 4. **CUT SHEETS OF ALL PROPOSED LIGHTING**
- \_\_\_\_\_ 5. **OTHER:** \_\_\_\_\_

**PART V -- ENGINEERING REPORTS & RELATED REQUIREMENTS**

- \_\_\_\_\_ 1. **RESULTS OF ALTA SURVEY:**  
Full size - 1 copy
- \_\_\_\_\_ 2. **TOPOGRAPHY MAP:** (include 2'-0" minimum contours except where slopes exceed 15%)  
Full size - 1 copy  
11" x 17" - 1 copy
- \_\_\_\_\_ 3. **DRAINAGE REPORT:** See Sec. 2-202 of the City's Design Standards & Policies Manual for specific submittal and content requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.  
8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets  
Digital - 1 copy (See Digital Submittal Plan Requirements)

Planning and Development Services will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"  
Full size must be folded to specifications – see attached instructions

## NOTICE - DRAINAGE REQUIREMENTS

**Be advised that obtaining these permits or providing the Special Inspection Checklists and Certificate of Special Inspection of Drainage Facilities may be a lengthy process and may affect the timing of your project.**

**SECTION 404 PERMITS.** Prior to issuance of any City permits, developers must submit the City of Scottsdale Section 404 Certification Form.

**NPDES.** A NPDES Notice of Intent and Storm Water Pollution Prevention Plan may be required (see DSPM Guidelines).

**SPECIAL INSPECTIONS AND CERTIFICATION.** Prior to the issuance of Certificates of Occupancy and/or Letters of Acceptance by the Inspection Services Division, the developer, at its expense, shall submit the Certificate of Special Inspection of Drainage Facilities, Certificate of Compliance, and all special Inspection Checklists required by the Project Quality/Compliance Div.

- \_\_\_\_\_ 4. **TRAFFIC IMPACT STUDY: 3 copies**
- \_\_\_\_\_ 5. **PARKING STUDY: 3 copies** (required for reduction of ordinance requirements)
- \_\_\_\_\_ 6. **TRIP GENERATION COMPARISON: 3 copies**
- \_\_\_\_\_ 7. **PARKING MASTER PLAN: 2 copies** (required for reduction of ordinance requirements)
- \_\_\_\_\_ 8. **CROSS SECTION DETAIL:** (no vertical exaggeration)
  - Full size - 1 copy
  - 11" x 17" - 8 copies
  - 8-1/2" x 11" - 2 copies (quality suitable for reproduction)
- \_\_\_\_\_ 9. **WATER STUDY** (basis of design report)
- \_\_\_\_\_ 10. **WASTE WATER STUDY** (basis of design report)
- \_\_\_\_\_ 11. **LETTER OF APPROVAL FOR FOUNTAINS OR WATER FEATURES** from the Water Conservation Office - Contact Karen Warner at 480-312-5659

## **PART VI -- ENVIRONMENTAL & LANDSCAPING DATA REQUIREMENTS**

**\*\*\* NOTE: EACH ITEM INDICATED BELOW REQUIRES THE FOLLOWING NUMBER OF COPIES:**

Full size - 2 copies  
11" x 17" - 1 copy

- \_\_\_\_\_ 1. **CONCEPTUAL LANDSCAPE PLAN & MATERIALS LIST** (See Section 10.200.A of the Zoning Ordinance)

Landscape plan must include a calculation of the area of: 1) landscaping not on the approved low water plants list and 2) turf provided. Also show any water features per City Code requirements Sec. 49-78; Sec 49-79; Sec. 49-79.1; Sec. 49-80; Sec. 49-82; and low water drought tolerant plant list per the Arizona Department of Water Resources.

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"  
Full size must be folded to specifications – see attached instructions

- \_\_\_\_\_ 2. **NATIVE PLANT SUBMITTAL:** Aerial with site plan overlay to show spatial relationships of all protected native plants to the proposed development. Coordinator may request a full or partial Native Plant submittal as specified in See Sec. 7.504 of the Zoning Ordinance.
- \_\_\_\_\_ 3. **REVEGETATION SITE PLAN & TECHNIQUES**
- \_\_\_\_\_ 4. **TOPOGRAPHY/AERIAL OVERLAY WITH SITE PLAN SUPERIMPOSED**
- \_\_\_\_\_ 5. **SLOPE ANALYSIS SUPERIMPOSED ON TOPOGRAPHY MAP**
- \_\_\_\_\_ 6. **CUTS & FILLS SITE PLAN**
- \_\_\_\_\_ 7. **COMPOSITE FACTORS MAP**
- \_\_\_\_\_ 8. **UNSTABLE SLOPES/BOULDERS ROLLING MAP**
- \_\_\_\_\_ 9. **BEDROCK & SOILS MAP**
- \_\_\_\_\_ 10. **NATURAL AREA OPEN SPACE (NAOS) ANALYSIS PLAN**
- \_\_\_\_\_ 11. **VISTA CORRIDOR PLAN** (include typical cross section details & concept narrative)
- \_\_\_\_\_ 12. **SCENIC CORRIDOR PLAN** (include typical cross section details & concept narrative)

**PART VII -- SAMPLES & MODELS**

- \_\_\_\_\_ 1. **EXTERIOR BUILDING COLOR & MATERIAL SAMPLES:**  
1 sample each, **2" x 4" x 4" maximum size**, mounted on 11" x 17" sheets. Clearly label each sample for:
  - Color (i.e. Frazee #5555 Bright Blue)
  - Finish (i.e. Bronze Anodized Aluminum)
  - Material (i.e. split face CMU)
  - Layout colors in the proportions to be used on the building/structure
- \_\_\_\_\_ 2. **COLOR DRAWDOWNS:** Provide **2 8-1/2" x 11"** color sheet for each color and label with material type and colors (manufacturer, color name & number)
- \_\_\_\_\_ 3. **MASSING MODEL:** Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).
- \_\_\_\_\_ 4. **DETAILED MODEL:** Scale to be specified by Project Coordination Manager
- \_\_\_\_\_ 5. **OTHER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# CITY OF SCOTTSDALE

## “NO CONFLICT” FORM

### PART I OF II

PART I must be completed and submitted with the improvement plans.

PART II must be completed before the Project Quality/Compliance Division may approve the improvement plans.

This form has been developed to better coordinate the location of facilities associated with dry utilities relative to improvements proposed on final plan submittals.

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

CITY OF SCOTTSDALE PLAN CHECK NO.: \_\_\_\_\_

Please list the utility company name and the date that the improvement plans were sent to each appropriate utility company. The City will provide Utility Conflict Review for the following City of Scottsdale utilities: water (potable & non-potable), sewer, storm drain, and fiber optic lines.

UTILITY	UTILITY COMPANY	DATE SENT
CITY OF SCOTTSDALE UTILITIES	The Project Quality/Compliance Division will perform a utility conflict review of City utilities for the improvement plans submitted with this document. <b>No separate utility plan submittal is required.</b>	
WATER		
ELECTRIC		
TELEPHONE		
NATURAL GAS		
CABLE TV		
OTHER		

### CERTIFICATION:

I, \_\_\_\_\_, certify that plans have been submitted to the utility  
ENGINEER  
companies listed in the above table, on the dates listed in the above table, for conflict review.



# CITY OF SCOTTSDALE



## “NO CONFLICT” FORM

### PART II OF II

PART I must be completed and submitted with the improvement plans.

PART II must be completed before the Project Quality/Compliance Division may approve the improvement plans.

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This form has been developed to better coordinate the location of facilities associated with dry utilities relative to improvements proposed on final plan submittals.

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

CITY OF SCOTTSDALE PLAN CHECK NO.: \_\_\_\_\_

### **“NO CONFLICT” STATEMENT:**

As a representative of \_\_\_\_\_, I certify that I have reviewed the  
UTILITY COMPANY NAME

plans for the development proposal named above and, as of today, find no conflicts with regard to any new facilities that my company will need to install to serve this site.

I understand that my company must notify the City of Scottsdale’s Inspection Services Department at (480) 312-5757 a minimum of 24 hours prior to installation of any surface facilities.

NAME OF COMPANY REPRESENTATIVE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE ON PLANS: \_\_\_\_\_

### NO CONFLICT SIGNATURE BLOCK

Utility	Utility Company	Name of Company Representative	Telephone Number	Date Signed
Water				
Sanitary Sewer				
Electric				
Telephone				
Natural Gas				
Cable TV				
Other				
Other				

**Engineer's Certification**

I \_\_\_\_\_, being the person responsible for designing the facilities necessary to serve this development, hereby certify that all of the utility companies listed above, have reviewed this project proposal and all conflicts have been resolved at this point. 'No Conflict' Forms have been obtained from each utility company and are included in this submittal. I also certify that all onsite transformers, cable boxes and any other public/private utility appurtenances are placed such that they do not negatively impact the use or intended use of any dedicated easements or facilities developed with this project including but not limited to stormwater storage basins, sight distance easements and NAOS or other open space easements.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**POLICY OF THE CITY OF SCOTTSDALE  
ON APPEALS OF DEDICATIONS, EXACTIONS, OR ZONING REGULATIONS**

**RIGHTS OF PROPERTY OWNER**

In addition to other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

- 1) Any dedication or exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) where an administrative agency or official has no discretion to determine the dedication or exaction.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violation of Arizona and federal court decisions.

**APPEAL PROCEDURE**

The appeal must be in writing and specify the City action appealed and the date final action was taken, and it must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken. Address the appeal as follows:

Hearing Officer, C/O City Clerk  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251

- ❖ No fee will be charged for filing
- ❖ The City Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply.
- ❖ Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- ❖ The city will submit a takings impact report to the hearing officer.
- ❖ In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- ❖ In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- ❖ The hearing officer must render his decision within five working days after the appeal is heard.
- ❖ The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- ❖ If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial de novo with the Superior Court within 30 days of the hearing officer's decision.

**If you have questions about this appeal process, you may contact:**

City Manager's Office  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251  
(480) 312-2422

City Attorney's Office  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251  
(480) 312-2405

Please be aware that City staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

# Site Plan Submittal Requirements

## Development Summary:

- ☐ Indicate existing and proposed zoning on site and on all adjacent parcels
- ☐ Provide zoning case number(s)
- ☐ Indicate gross floor area (for each building)
- ☐ Indicate required and provided open space square footage
- ☐ Provide site acreage - gross and net
- ☐ Provide number of residential units and density
- ☐ Indicate number of required and provided parking spaces
- ☐ Phased developments - show all data by phase and for total site

## Structures:

- ☐ Indicate existing and proposed use(s) of all buildings and outdoor areas
- ☐ Indicate proposed building entrances/exits
- ☐ Indicate proposed building overhangs and canopies
- ☐ Identify all service areas
- ☐ Provide all building dimensions and indicate setback dimensions to all existing and proposed property lines, to planned curb (in downtown district), and between all buildings on the site


## Site Features:

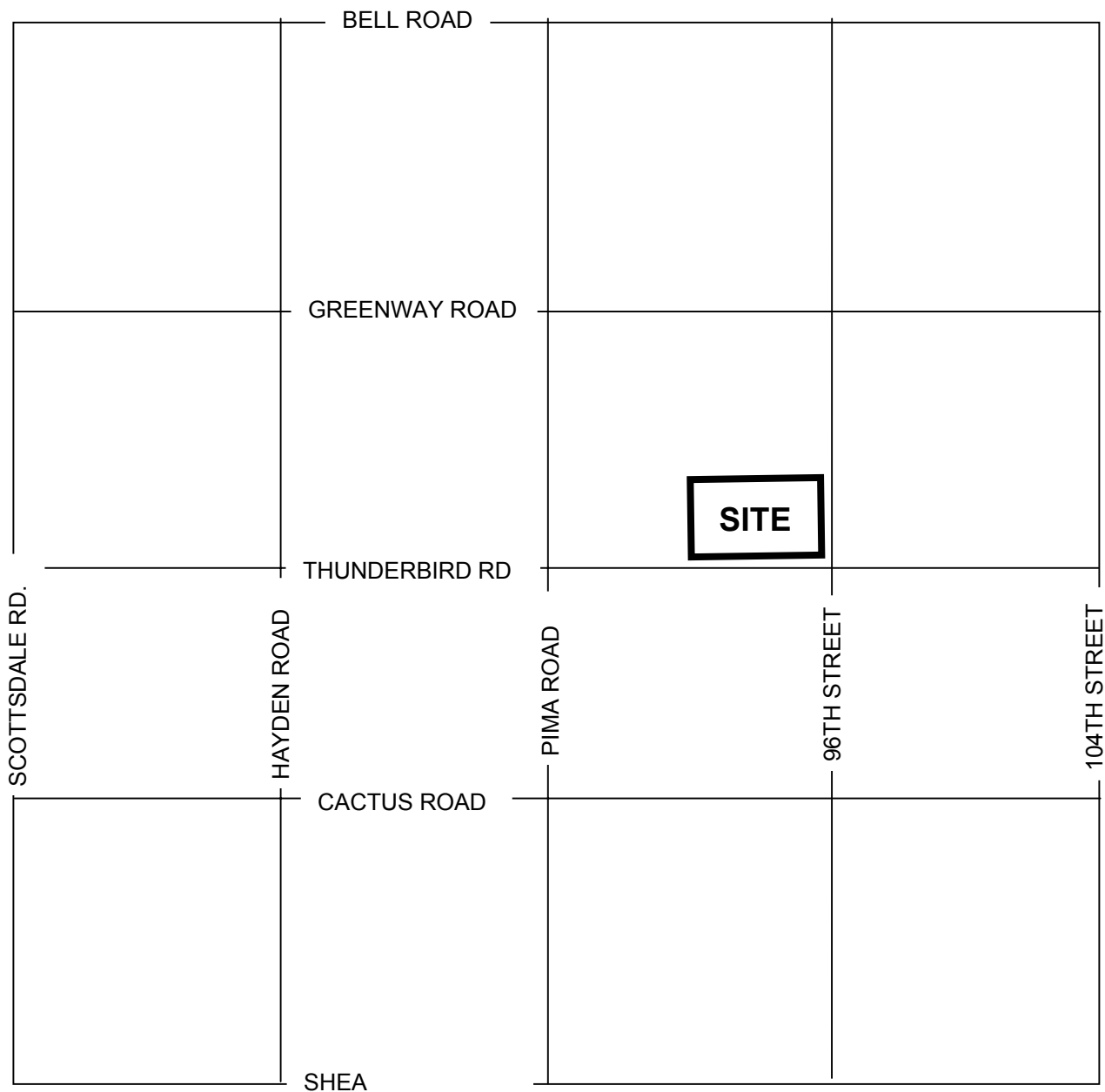
- ☐ Show and identify proposed walls, retaining walls, fences, berming, and detention areas
- ☐ Show and identify all existing and proposed easements and rights-of-way
- ☐ Show and identify all existing and proposed right-of-way improvements - curb, gutter, sidewalks, driveways, and bus shelters
- ☐ Indicate the location and size of all refuse enclosures
- ☐ Indicate the location and size of all above grade utility cabinets and plumbing
- ☐ Indicate the location of all existing on-site and off-site fire hydrants
- ☐ Label all streets by name

## Circulation and Parking:

- ☐ Provide driveway locations and widths
- ☐ Show sight distance triangles and sight lines
- ☐ Indicate proposed safety curbing and surface materials
- ☐ Indicate location of existing and proposed vehicular, bicycle, and accessible parking spaces
- ☐ Provide dimensions of typical parking stalls, accessible stalls, maneuvering areas, aisles, and parking islands
- ☐ Provide typical angle of proposed parking if less than 90 degrees
- ☐ Provide a parking structure stall and aisle layout for all levels
- ☐ Indicate the location and size of loading dock stalls
- ☐ Show accessible routes to public sidewalks, bus stops, and parking areas
- ☐ Show pedestrian linkages from parking areas to buildings, between buildings on-site, and to surrounding uses

## Other:

- ☐ Provide architect's, engineer's, or designer's title block
- ☐ Show north arrow
- ☐ Provide both numeric and graphic scales (Example -- 1" = 10'-0" )



# SITE LOCATION MAP



CASE NO: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

## COMMUNITY INPUT CERTIFICATION

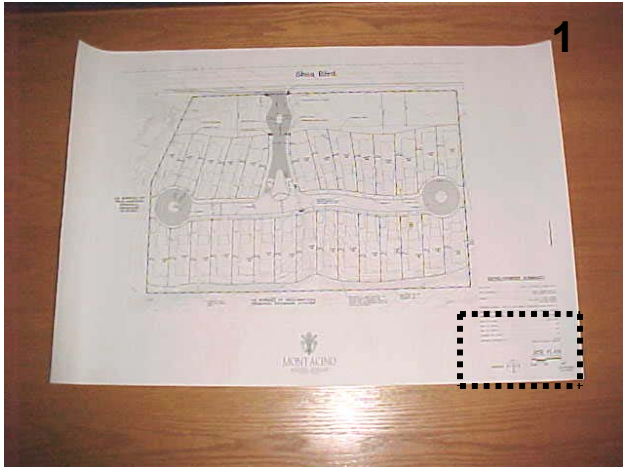
In the City of Scottsdale it is important that all applicants for rezoning, use permit, and/or variances inform neighboring residents, affected school districts, and other parties that may be impacted by the proposed use, as well as invite their input. The applicant shall submit this completed certification with the application as verification that such contact has been made.

Date	Name (person, organization, etc.) and address	Contact Format		
		Meeting	Phone	Letter

\_\_\_\_\_  
Signature of owner/applicant

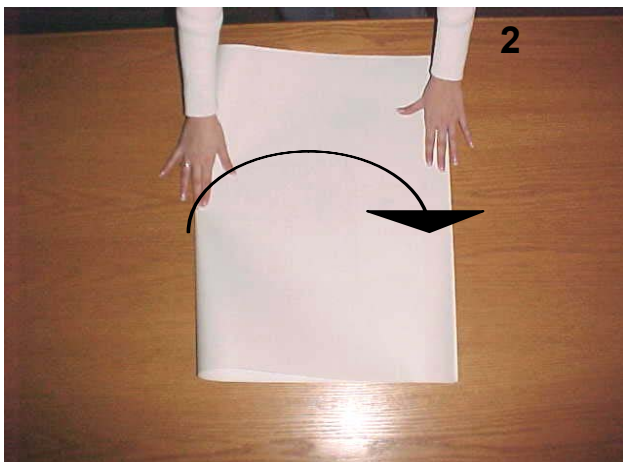
\_\_\_\_\_  
Date

# Folding Instructions

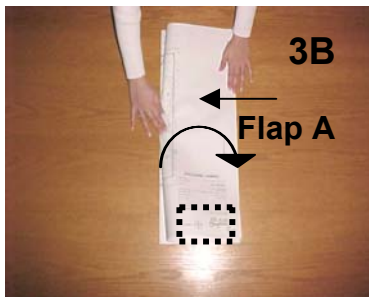
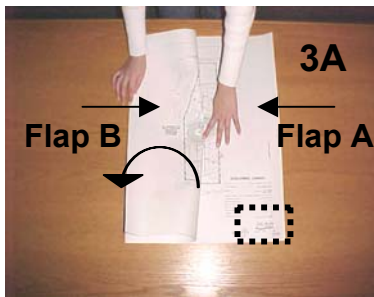


Step 1: Place plan flat on table. Make sure that the title bar is on the bottom right hand corner of the plan.

**\*\*Dotted line indicates title bar**

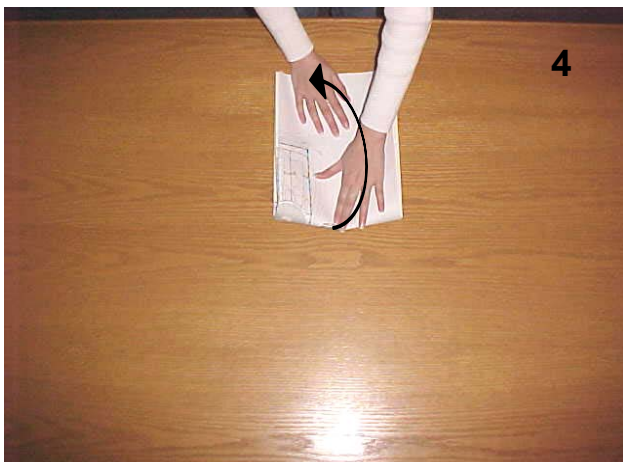


Step 2: Fold the plan in half vertically so that the title bar is not showing.



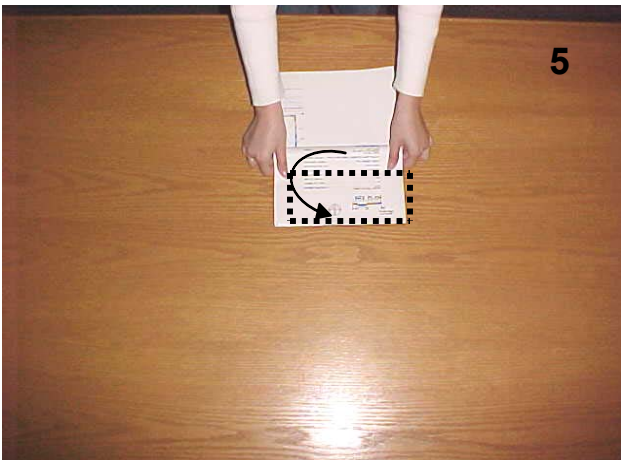
Step 3A: Fold Flap B back to the crease that was created in step 2. Turn the plan over

Step 3A: Fold Flap A back so the title bar is showing.

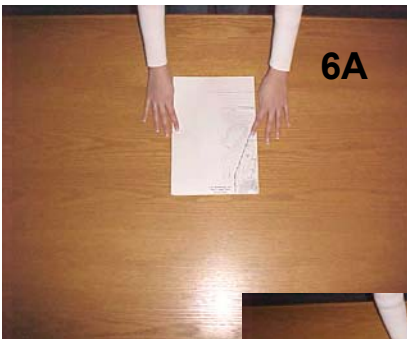


Step 4: Fold the plan in half horizontally (bottom to top) so that the title bar is facing the inside of the plan. (The title bar should not be showing.)

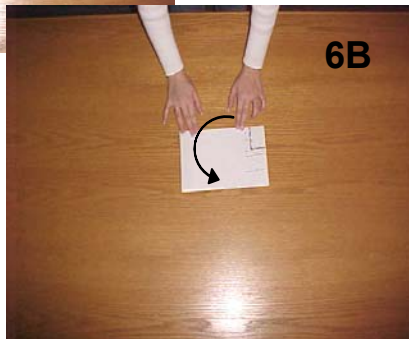
# Folding Instructions



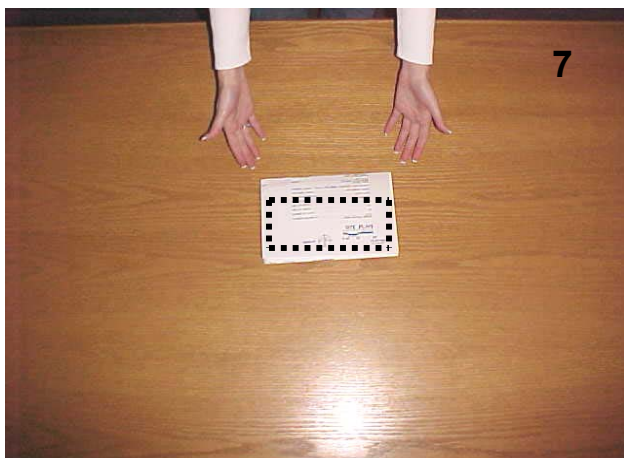
Step 5: Fold the title bar back horizontally (top to bottom) so that the title bar is showing.



Step 6A: Turn plan over.



Step 6B: Fold the opposite side of the plan down to create an accordion effect demonstrated below.



Step 7: This is the final result.